

# Instructions on How to Use “Download MADR” from Main Menu on VWIX Website

## Overview

A new feature, called “Download MADR”, is available through the secure Vendor WIC Information eXchange (VWIX) website. This new feature allows vendors to download Maximum Allowable Department Reimbursement (MADR) rates for their stores’ peer groups. Accompanying this rate information and available from our public wicworks website is the list of Food Item numbers and their description for each food instrument. This document includes instructions, screen views, and navigation tips to help orient you to this new feature.

“Download MADR” will provide you with a downloadable list of the MADR’s for each food instrument. It will always show you the current MADR’s, and during the 5-day overlap period, it will also provide the future rates and effective date. You can download this into MS Excel and save this information to refer to as necessary. Some vendors may find this information useful to import into their systems to provide a more automated way to assure that the WIC transaction does not exceed maximum amounts. You may be able to import this information into your store servers or Point of Sale (POS) devices and create a process within your systems to edit against the MADR during the WIC transaction.

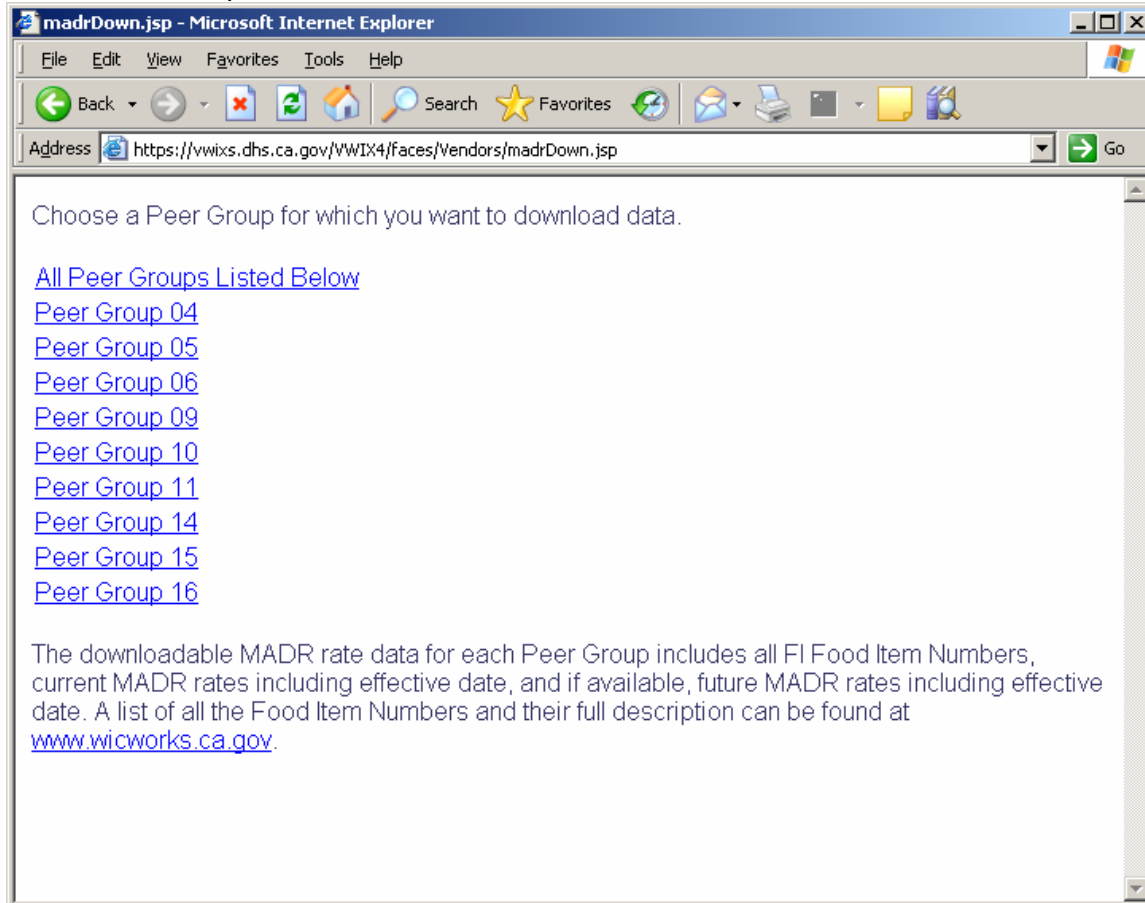
## Instructions on How to Use “Download MADR” from Main Menu on VWIX Website

Logon to VWIX by typing [vwix.dhs.ca.gov](https://vwix.dhs.ca.gov) from your computer’s web browser screen. Enter your user name and password in the VWIX website logon screen. At the Main Menu, click on Download MADR (see screen print below).



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You will come to a screen that displays the peer group for your store. See screen print below. If you have more than one store in your vendor contract, the peer groups for all your stores will be listed. You can select to download the MADR information from one peer group, or all the peer groups listed, by clicking on the desired peer group category. For this example, we will select Peer Group 09.



# Instructions on How to Use “Download MADR” from Main Menu on VWIX Website

You will come to a dialogue box that gives you two options: to either Open or Save the downloaded MADR information. See screen print below. For this example, we will select Open. (You will need MS Excel on your computer to view the opened document.) Click on the Open button to open the spreadsheet of MADR information.



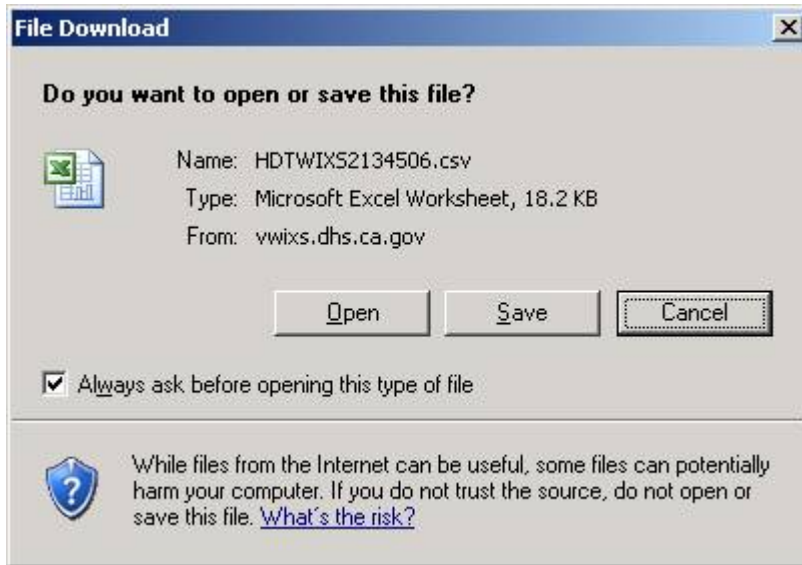
You will see the opened spreadsheet for Peer Group 09. See screen print below.

Peer Group	Food Item	Current MA	Current MA	Future MA	Future MADR
9	1	3/23/2007	4.88	3/30/2007	4.93
9	2	3/23/2007	7.9	3/30/2007	7.95
9	3	3/23/2007	9.76	3/30/2007	9.86
9	4	3/23/2007	11.13	3/30/2007	11.18
9	5	3/23/2007	16.43	3/30/2007	16.48
9	6	3/23/2007	22.26	3/30/2007	22.36
9	10	3/23/2007	3.22	3/30/2007	3.27
9	100	3/23/2007	6.46	3/30/2007	6.51
9	101	3/23/2007	11.31	3/30/2007	11.36
9	226	3/23/2007	2.31	3/30/2007	2.36
9	227	3/23/2007	4.62	3/30/2007	4.72
9	228	3/23/2007	6.93	3/30/2007	7.08
9	229	3/23/2007	9.24	3/30/2007	9.44
9	231	3/23/2007	13.86	3/30/2007	14.16
9	232	3/23/2007	16.17	3/30/2007	16.52
9	234	3/23/2007	2.34	3/30/2007	2.39
9	235	3/23/2007	4.68	3/30/2007	4.78
9	236	3/23/2007	7.02	3/30/2007	7.17
9	237	3/23/2007	9.36	3/30/2007	9.56
9	239	3/23/2007	14.04	3/30/2007	14.34
9	240	3/23/2007	16.38	3/30/2007	16.73
9	242	3/23/2007	2.28	3/30/2007	2.33

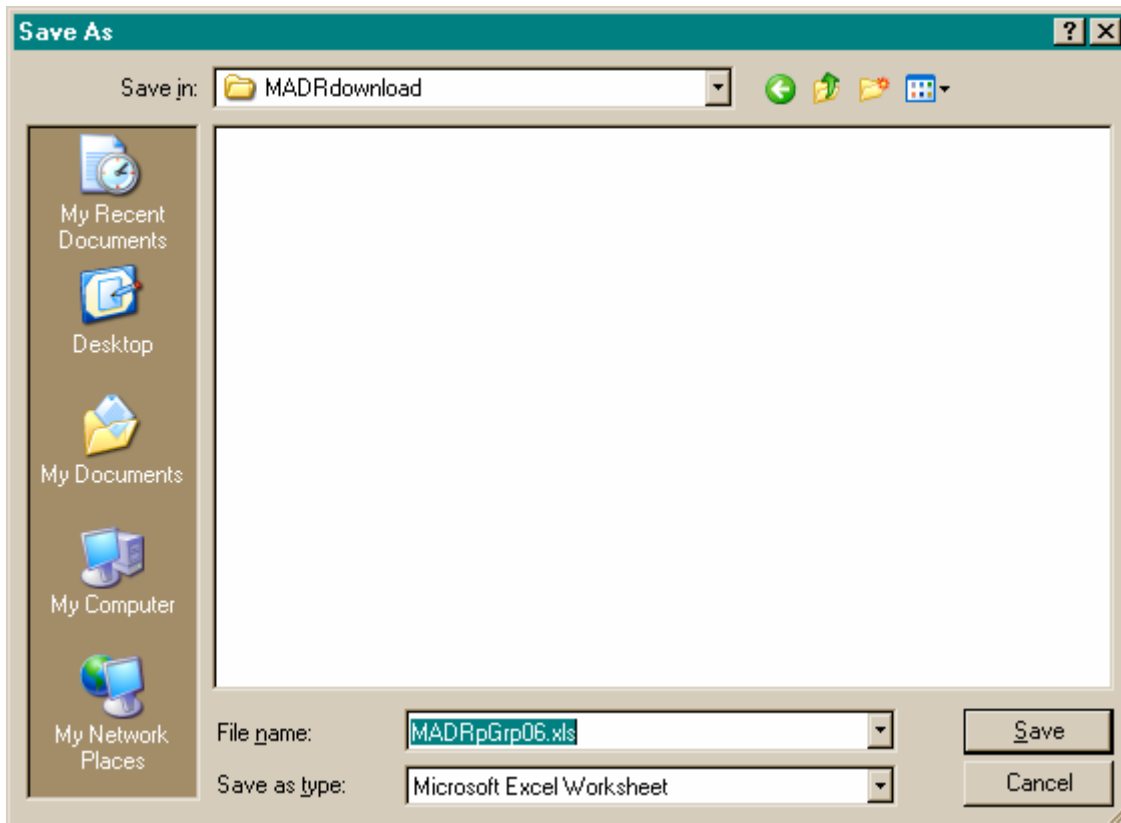
The spreadsheet shows the Peer Group, the Food Item Numbers, the Current MADR Date, the Current MADR for each Food Item Number, and if available, the Future MADR rate with Future effective date. After viewing, you can save the spreadsheet to a desired location in your computer.

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At the dialogue box, a second option, as mentioned above, is to Save the downloadable MADR information. See screen print below. Click on the Save button.



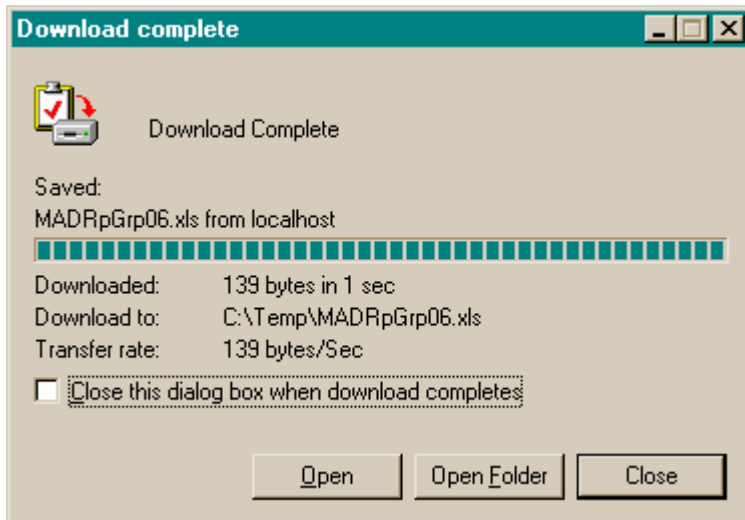
The “Save As” dialogue box appears.



You can create a name for this file of information, and save it to a desired location in your computer. In this example, we created a folder called 'MADR download' to which we will save this file. Click on the Save button when you are ready to save this to your designated place.

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Once you Save the file, you will see the dialogue box below that tells you the Download is complete. You can click on the Close button to complete the process.




You can then locate the file of information from the location to which you saved it on your computer, and open the spreadsheet to view the MADR information for peer group(s) selected.

## Instructions on How to Use the Food Item Number and Description List

It will be very useful to have a description for each of the Food Item numbers for which there is a MADR rate. The food item number is the three digit number that appears on each food instrument, in the center near the top. The Food Item number is circled in red below.

INDIVIDUAL NO.	PARTICIPANT / PARENT / GUARDIAN	FIRST DAY TO USE	LAST DAY TO USE	SERIAL NO.
2814181112P	MARY PEACOCK	JUNE 11 07	JULY 11 07	902923965



WOMEN, INFANTS & CHILDREN  
Pay to the order of:  
WIC AUTHORIZED VENDOR

**002** MILK

Kind to buy:  
PASTEURIZED COW MILK  
NONFAT, 1% LOWFAT,  
2% REDUCED FAT, OR WHOLE  
(BUY 1 GAL IN GAL SIZE)  
LOWFAT OR NONFAT DRY MILK  
OR EVAPORATED MILK

700-902923965

90-1343  
1211

EXACT PURCHASE PRICE\*

MUST NOT EXCEED MAXIMUM ALLOWABLE  
DEPARTMENT REIMBURSEMENT RATE

The Food Item numbers and descriptions do not change very often, so instead of including this information in the MADR information you may download at any time from the VWIX website, we are putting the Food Item Number and Description List on the wicworks website. We will notify you via a message on the VWIX website when there are updates to the Food Item Number and Description List so you will know when changes occur to any of the food instruments.

To access the Food Code Number and Description list, logon to the wicworks website by typing in [www.wicworks.ca.gov](http://www.wicworks.ca.gov) from your computer's web browser screen. Click on Grocer Information. You will find two versions of this list: one version is a PDF version which shows the information in an organized report fashion. This can be useful to show staff the various food instruments by category.

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A second version of the list is a MS Excel version (tab delimited text file). This can be downloaded and saved on your computer, and merged with the MADR rate information that you downloaded from the VWIX website. Merging the information gives you a complete picture of the Food Item number and description with the MADR rates by peer group for each of your stores.